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1101   Overview

This chapter includes procedures for case closure from DES/DDD when an individual either requests case closure, dies, moves from Arizona, is unable to be contacted over a period of two months or is found no longer eligible (see Chapter 500).

1102   Causes for DES/DDD Case Closure

The following situations will require DES/DDD case closure:

   a.   the individual no longer meets the eligibility requirements defined in Chapter 500;

   b.   the individual/responsible person requests case closure in writing;

   c.   the individual reaches the age of eighteen (unless an application for continuation of services has been filed - see Chapter 500);

   d.   the individual has moved and cannot be located via a certified letter, return receipt requested;

   e.   the individual has moved out of State; or

   f.   the individual has died.

1103   Notification of Case Closure

A Notice of Service System Discharge (DD-075, Appendix 1100.A) must be sent by certified mail, return receipt requested, to the individual/responsible person informing them of the case closure at least 35 days prior to the date of the case closure. A copy shall also be sent to the local ALTCS office if the individual is ALTCS eligible. The notice shall also discuss the opportunity for administrative review as described in Chapter 2200.

1104   **Documentation**

The following steps should be taken at the time an individual's case is closed:

a.   include a copy of DD-075 in the case record;

b.   close the record in the ASSISTS including the appropriate reason code; and

c.   store the record in accordance with Chapter 1800.